

File: D D S

26 DEC 1963

MEMORANDUM FOR THE RECORD

SUBJECT : Staff Duty During Weather Emergencies

25X1 1. The policy of the Agency regarding action to be taken during weather emergencies is stated in [] When Government employees are dismissed early because of hazardous driving conditions, the Deputy Director for Support will release members of his staff whose activities can be suspended.

2. When Federal activities are closed because of a storm during the night or before the beginning of the regular work day, it is still necessary that work in this Agency and in the Office of the Deputy Director for Support continue uninterrupted. In order to ensure the continuation of essential DD/S activities it is expected that all members of the Staff will make every reasonable effort to reach the office without exposing themselves unduly to hardship and danger. People who rely on public transportation are not expected to report for duty if the buses are not operating within a reasonable margin of their normal schedules. People who drive their own cars should, of course, have them equipped with chains or snow tires, but should not use them imprudently. All persons who are unable to reach the office are expected to report that fact by telephone as soon as possible after the beginning of the normal work day.

3. Saturday duty personnel will be expected to report for duty or arrange for an alternate.

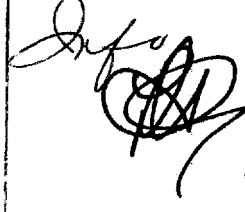
[]
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✓ Executive Officer to the
Deputy Director for Support

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TRANSMITTAL SLIP		DATE 26 December 1963
TO: <input type="text"/>		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS: <p><i>Info</i>  <u>12/30/63</u> <i>12/27</i> <i>1 Circulated - to all RAS's 12/30/63</i> <i>2. File - 1/6/64</i></p> <input type="text"/>		
FROM: Executive Officer to the Deputy Director for Support		
ROOM NO. 7 D 24	BUILDING Headquarters	EXTENSION <input type="text"/>
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
☆ GPO : 1957-O-439445 (47)		

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